

CITY OF SUNNYVALE
2006 Summary of Management Benefits

HEALTH BENEFITS

All full-time Management employees are eligible to participate in the benefit plans listed below on the indicated effective dates. For Management employees, the premiums for employee and dependent coverages are fully paid by the City.

MEDICAL INSURANCE

Medical coverage provided through the California Public Employee Retirement System (PERS) becomes effective the first of the month after start date and upon completion of the enrollment form. Employee selects from multiple carriers. Refer to the CalPERS Basic Health Plan Booklet for information regarding plans available to City employees.

Dual coverage through the CalPERS Health Benefits Program is prohibited by law. Therefore, no one may have more than one enrollment through CalPERS Health Benefits, with the City of Sunnyvale or any other participating member agency; such situations must be resolved retroactively to the date dual coverage began.

CASH-IN-LIEU

Employee has the option of waiving or reducing his/her medical coverage and receiving payment of a portion of the City contribution, as specified in the current Salary Resolution. *If you have coverage under a CalPERS Medical Plan through a City of Sunnyvale employee, you are not eligible for cash-in-lieu.*

DENTAL INSURANCE

Dental plan becomes effective the first of the month after start date and upon completion of the enrollment form.

Option A: Delta Preferred, DPO

Option B: Delta Care, DMO

VISION INSURANCE – Vision Service Plan (VSP)

Vision coverage becomes effective the first of the month after start date and upon completion of the enrollment form. The plan provides for an eye exam every 12 months, and lenses and frames every 24 months. See Vision Plan summary for more information.

EMPLOYEE ASSISTANCE PROGRAM (Managed Health Network - MHN)

The City provides automatic enrollment for this benefit at start of employment. EAP offers counseling, substance dependency, problem resolution, legal assistance, financial planning and tax assistance. See booklet for additional information. You and your eligible dependents are entitled to receive up to (7) sessions each per benefit period (August 1 – July 31).

Notes for health benefits:

1. Please refer to the CalPERS Health Plans Booklet for medical eligibility and enrollment information. For medical and vision insurance, your eligible dependents may be covered up to age 23, unless they get married.
2. For dental insurance, dependents may be covered up to age 19, unless they are full-time students. Full-time students may be covered up to age 23.
3. Once a year there is an open enrollment. At this time you may change medical carriers, and/or add or delete dependents not enrolled previously on your coverage.
4. City of Sunnyvale requires proof of eligibility to provide these benefits.

RETIREES MEDICAL INSURANCE:

To be eligible for medical insurance into retirement, the effective date of retirement must be within 120 days from date of separation from employment. The City pays the full premium for management annuitants. (City establishes an amount each year to be contributed towards the annuitant's medical insurance, based on the City's contribution for medical insurance for current employees).

LIFE INSURANCE

BASIC LIFE INSURANCE / AD&D

Basic Life Insurance / AD&D is effective at start of employment and upon completion of the enrollment form. The City pays for \$50,000 policy, subject to tax law. Coverage is for employee only.

SUPPLEMENTAL LIFE INSURANCE / AD&D

Supplemental Life Insurance / AD&D is effective at start of employment and upon completion of the enrollment form. Employee has the option to purchase supplemental insurance to bring total coverage to two times annual salary, to a maximum coverage limit of \$175,000 (the monthly premium is \$0.22/\$1000 for coverage). Coverage is for employee only.

DISABILITY PROGRAM

NON-WORK RELATED

After 26 pay periods of service, employees receive full pay for a medically certified (same occurrence) disability beginning with work hour eighty one (81) through ninety (90) calendar days of disability.

WORK-RELATED DISABILITY LEAVE

After 26 pay periods of service, employees receive full pay for a medically certified work-related (same occurrence) disability, beginning with workday one (1) through ninety (90) calendar days of disability. Prior to 26 pay periods of service, Workers' Compensation as provided by law.

LONG TERM DISABILITY INSURANCE

After 26 pay periods of service, employees are eligible for 67% pay (up to \$7,500 per month) after 90 calendar days of ongoing disability. (The LTD insurance premium is fully paid by City).

LEAVES

PAID TIME OFF LEAVE (PTO) (can accrue up to 870 hours*)

| | | |
|-----------------------|-----------------------|--------------|
| 21 days (6.5 hrs/pp) | 1 - 26 pay periods | 1 yr. |
| 24 days (7.5 hrs/pp) | 27 - 130 pay periods | 1 - 5 yrs. |
| 29 days (9.0 hrs/pp) | 131 - 260 pay periods | 5 - 10 yrs. |
| 34 days (10.5 hrs/pp) | 261 - 650 pay periods | 10 - 25 yrs. |
| 39 days (12.0 hrs/pp) | 651 + pay periods | 25 + yrs. |

Such leave shall be used for vacation, medical appointment, disability/illness, family emergency, personal business, care of sick children or other family members, school visits, etc. Except for illness or emergency, all PTO shall be pre-planned and pre-approved with a minimum advance notice of one (1) week. The City may at any time require written verification from a physician for a non-preplanned absence for illness, family emergency or medical appointment. *After 870 hours, the accrual rate decreases and the cap increases to 1040 hours. Refer to Salary Resolution for details. Management employees will be allowed to cash-out up to 80 hours of PTO once at the end of each calendar year. The minimum cash-out is 8.0 hours and the maximum is 80 hours. The employee must maintain a balance of 80 hours in his/her PTO leave bank.

HOLIDAYS AND FLOATING HOLIDAY

Employees receive 11 scheduled holidays plus 20 hours "Floating Holiday" (prorated depending on hire or separation date) per calendar year. NOTE: If a balance remains for Floating Holiday at calendar year end, the employee has the option of having all of the unused hours either paid in cash or added to his/her PTO balance. Some positions may receive pay in lieu of holiday.

ADMINISTRATIVE LEAVE FOR MANAGEMENT

After 13 pay periods of satisfactory performance, employees receive 24 hours maximum subject to Supervisor's approval. Up to 36 additional discretionary Management Administrative Leave hours may be authorized by Department Director. If leave is not used by end of the payroll calendar year, the remaining hours will be lost.

BEREAVEMENT LEAVE

At start of employment, employees are eligible for up to 40 hours of Bereavement Leave. This leave applies to close family members as specified in the Salary Resolution.

JURY LEAVE

At start of employment, employees are eligible for Jury Leave as needed as specified in the Administrative Policy.

FAMILY / MEDICAL LEAVE (FMLA of 1993)

After 12 months of employment FMLA/CFRA is provided for as stated under State & Federal law and Administrative Policy. In case of disability, FMLA runs concurrently with the City's disability program.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

Local Miscellaneous 2% at 55

The City participates in a retirement system through a contract with the State of California Public Employees' Retirement System (CalPERS) for retirement plans for qualified Safety and Miscellaneous employees. All plans include the 1959 Survivor Benefit. Local Miscellaneous category employees are covered under the 2% at 55 plan. *Reciprocity with CalPERS is available.*

An employee is vested after 5 years of PERS credited service.

The amount of benefits is based upon a percentage of "final compensation". The calculation for final compensation includes, age, years of service and single highest year option.

Employee's contribution is 7% of salary and fully paid by the City. In addition, the City reports the Employee Paid Member Contribution (EPMC) of 7% as compensation. There is a mandatory \$0.93 employee-paid Survivor Benefit deduction.

Please refer to the PERS Retirement Booklet for additional information.

MISCELLANEOUS

DEPENDENT CARE REIMBURSEMENT

Employees are eligible at start of employment to enroll in the Dependent Care Reimbursement Program. This program allows you to pay for your dependent care expenses using Pre-tax dollars. Please refer to the TLC Administrators description of Dependent Care Expenses for details.

DEFERRED COMPENSATION

Employees are eligible for participation at start of employment to contribute to deferred compensation. The 457 Plans are offered by 3 providers:

ICMA
Nationwide Retirement Solutions
CalPERS

Effective date begins the month after completion of enrollment form. The City contributes 2% of salary to either 457 or 401a Plans. Employee can withhold additional amount up to the maximum contribution for calendar year 2006 of \$15,000 in the 457 Plan. Please refer to the 457 Deferred Compensation Information Sheets for more detailed information.

401a Money Purchase Plan

Employees are eligible at start of employment. Effective date begins the month after completion of enrollment form, which **must be completed within 30 days from hire date.** City contributes 2% to either 457 or 401a Plan. The maximum contribution for calendar year 2006 is \$44,000 to the 401a Plan. Requires mandatory employee contribution through use of Paid Time Off (PTO). Please refer to the 401a Plan Information Sheets for more detailed information.

AUTOMOBILE / AUTO ALLOWANCE

At start of employment, Department Directors and other designated management employees, who are on 24-hour call may be eligible to receive auto allowance.

SUNNYVALE EMPLOYEE'S CREDIT UNION

Initial enrollment must be done at the Credit Union office at 333 W. Maude Ave., Suite 114, Sunnyvale. Paycheck deductions are available by contacting the Human Resources Department.

TUITION REIMBURSEMENT

Employees are eligible for Tuition Reimbursement at start of employment with Human Resources' approval. Percent reimbursed is based on relatedness to job (100% - 50% - 10%) and departmental budget. Reimbursement is based on San Jose State University fees and may be taxable.

DIRECT DEPOSIT

Direct Deposit of pay is the electronic transfer of all or a percentage of the employee's net pay into one or more checking or savings accounts at the participating financial institution(s) of the employee's choice. Please refer to the Direct Deposit of Pay Fact Sheet for additional information.